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6 October 1953

MEMORANDUM FOR: CHIEF OF ADMINISTRATION, DD/P

SUBJECT : Comments on Survey Report of [REDACTED]
NEA/ADMINISTRATION

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1. The NEA Division concurs in the recommendations made in the survey report with the following exceptions:

Para. 5 a: This recommendation fails to recognize some of the circumstances which justify the current number of employees in the section. An increased workload has resulted from:

- (1) The creation of and the services required by the senior career boards.
- (2) The services rendered the DD/P Admin. Staff.
- (3) The reorganization of the Division resulting in centralized administrative support for the operating branches. More and more demands have been made on the section with regard to coordination, verification, and origination of cables and dispatches as well as the various routine personnel matters.
- (4) The designation of one of the members of the Personnel staff as the Division Security Officer.

Therefore, the NEA Division thinks the recommendation for a staff of [REDACTED] is unreasonable in view of the above-stated facts. This office believes the present personnel, a total of [REDACTED], is required to perform all of the functions presently assigned to the section. The proposed reduction from [REDACTED] might eventually adequately staff the section, but the NEA Division suggests time be given to adjust, if possible, to this arbitrary number and requests 1 July 1954 be set as the deadline.

2. The discussions between the team members and the staff have been beneficial. We will take immediate steps to have our procedures reflect the best practices suggested and agreed to be applicable to this section.

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[REDACTED]
Chief
Administrative Staff/NEA

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Security Information